



NATIONAL HEADQUARTERS
CIVIL AIR PATROL ♦ CADET PROGRAMS
UNITED STATES AIR FORCE AUXILIARY
105 SOUTH HANSELL STREET
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

10 Jan 02

Dear NCSA Wing Administrator

PLEASE READ THESE INSTRUCTIONS CAREFULLY. The success of the NCSA slotting depends upon you! Your applications need to be returned to me to arrive by **14 February**.

Included with this letter are all of the applications from your wing that national headquarters has received to date. It is likely that additional applications will come to us, which we will mail to the same address as this letter.

It is likely that I made some errors along the way in getting the applications processed. I ask that you forgive these errors and help me by double-checking the applications with what we have on-line. You will need to get your wing's WSA to grant you permission to go into the "Events Administration" module, if you already do not have such permissions (you can tell if you do by logging on to e-Services and look at the right hand side under "Restricted Applications" to see if "Events Administration" is listed). Note to the WSA: The "Step 2 – Module" is "Form 31 Administration."

There are the typical problems that we need you to help us verify: Misspelled names, wrong date of births, wrong gender, etc., can be corrected either on-line or by contacting NHQ CAP/DP. It is the member's responsibility to correct this type of information.

Please also verify the activities that the cadets requested. Please double check to make sure that they meet the minimum standards published on-line at <http://www.capnhq.gov/nhq/cp/cps/ncsa03/index.html>.

ANY CORRECTIONS THAT YOU MAKE WILL BE CONSIDERED FINAL ON 15 FEB!

Some members sent us checks to pay for the activities. These checks were returned, along with a note that we would ask for payment starting in March.

Some members may have transferred to another wing, but national headquarters has not processed a CAPF 2a for the transfer. If this is the case with your wing, please contact the other wing directly and work out an agreeable solution. Let me know if you have any problems.

National headquarters does not process applications for wing level activities or encampments, Hawk SAR (Search and Rescue) School, Space Camp or Aviation Challenge. See our web site at <http://www.capnhq.gov/nhq/cp/cps/ncsa03/index.html> for details. Any such applications were so marked (if they applied for more than these activities) or returned to the sender (if they marked only these activities).

Ranking instructions are on the back of this page! Be sure to read these instructions carefully.

RANKING

You have a number of options available to you to rank order your cadets. This wing ranking is a key component of the “least regress” formula that we use to slot the applications for the NCSAs.

You can complete the ranking on-line through e-Services or manually (meaning, sending us a piece of paper). Keep in mind that the on-line system is a “beta test,” where you may encounter some “bugs” – If this is the case, please contact Keith McCormick at kmccormick@capnhq.gov or 334.953.1850.

You can rank all applications 1 through n (where n = total number of applications). You can choose to rank only your top percentage (your choice of what the actual percentage is), or rank your top n and bottom n applications, or any combination of ranking.

You even have the option to randomize any of these options! For example, you may want to rank order your top 20 cadets and randomize the rest. Or, you may want to rank order your top 15% and bottom 25% and randomize the rest. The choice is yours and the on-line ranking system will allow you to perform these options. If you choose to do nothing, I will randomize your entire application package.

You must rank all of your applications *en masse* (meaning all together). We cannot accept rankings, for example, that say something like, “this application is my #2 choice of 5 that applied for PJO,” when your wing has 25 total applications. If I receive such rankings, I will randomize your applications.

However, once you decide on your wing’s ranking order, you will need to write the ranking down and include the paper copy with the applications package that you will return to me. Please sign this final ranking.

Please call or email me if you have any questions. My telephone number is 334.953.5309 and my email address is cpc@capnhq.gov. I wish you the very best.

A handwritten signature in black ink that reads "ROBERT B. SMITH" followed by a horizontal line.

Robert B. Smith, Lt Col, CAP
Chief, Curriculum Development

cc: HQ CAP/CP/CPS